

Carmarthenshire County Council

Usage Policy for Public Access Computers

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1. Purpose

- 1.1 This Policy defines accepted practices, responsibilities and procedures for the use of computers provided for members of the public to use
- 1.2 Public access computers are located across the County in Council premises and provide members of the public with access to a Computer providing internet access
- 1.3 Internet access is provided through the Council's internet access and basic website filtering is in place
- 1.4 This is a free service provided by Carmarthenshire County Council to members of the public

2. Scope

- 2.1 This policy applies to every user of a public access service provided by Carmarthenshire County Council

3. Requirements & Responsibilities

- 3.1 Registration details of the user must be obtained before access is granted to this service. Personal details must be kept in compliance with relevant laws and regulations such as the **Data Protection Act (1998)** and the **General Data Protection Regulation (GDPR)**
- 3.2 The Council's **Handling Personal Information Policy** should be followed by all members of Council staff who collect personal information in relation to this policy
- 3.3 All users of this service must sign (digitally or by hand) the **Public Access Terms & Conditions** and provided **valid proof of identification** before using this service
- 3.4 The Council reserve the right to deny or remove access to this service for a user at any time
- 3.5 The Council reserve the right to instigate a cross authority ban on users of this service who they believe have breached the terms & conditions

4. Compliance Measurement

- 4.1 Compliance with this policy is mandatory for any user of this service. Breaches of this policy by staff may lead to disciplinary action being taken. Breaches of the terms &

conditions related to this policy by a user may result in a report being made to the Police.

5. Sponsor

5.1 This Policy is owned by the Corporate Information Governance Group.

6. Ensuring equality of treatment

6.1 This policy must be applied consistently to all, irrespective of race, colour, nationality, ethnic or national origins, language, disability, religion, belief or non-belief age, sex, gender identity, sexual orientation, parental, marital or civil partnership status.

Policy approved by:

Policy review date: September 2024

Policy written by: John M Williams CISMP